

## *Open Recruitment*



### **AIR QUALITY INSTRUMENT SPECIALIST I**

**Approx. \$56,888 - \$69,148 (Approx.) Annual Salary  
Plus \$1,397.57 Monthly Allowance for Health Insurance**

**Open: August 05, 2008    Close: August 25, 2008**

The Bay Area Air Quality Management District (District) is currently recruiting for one (1) entry-level Air Quality Instrument Specialist I position in the Meteorology & Quality Assurance Section of the Technical Services Division. This is a full-time represented position.

Under general supervision, this entry-level position installs, operates, maintains, calibrates and repairs a variety of electronic and mechanical equipment used in air monitoring and meteorological data collection, and performs related work as assigned.

#### **EXAMPLES OF DUTIES FOR THIS POSITION**

- **Installs, operates, maintains, calibrates, and repairs air monitoring test equipment and instruments used in air monitoring, or meteorological field work.**
- **Evaluates instrument performance, troubleshoots malfunctioning equipment and replaces or repairs parts, components and assemblies.**
- **Conducts quality assurance tests on air monitoring equipment and ensures accurate calibration in compliance with District, state and federal standards.**
- **Maintains detailed technical records and prepares periodic and special reports.**
- Reviews, evaluates, summarizes and records data collected electronically or manually and ensures its completeness, validity and compliance with regulatory guidelines.
- Records, tabulates, summarizes and interprets aerometric data collected.
- Sets up and collects various samples of air pollutants; tests and records physical parameters at field locations and prepares drafts of field reports.
- Operates a data terminal to access computerized systems of data storage, retrieval and transmission.
- Climbs and works on instrumented towers.

#### **MINIMUM QUALIFICATIONS**

Equivalent to an associate degree in electronics, engineering, computer science, a physical science or a closely related field and one year of experience in installing, operating and maintaining a variety of computer hardware and system applications software, telecommunications, mechanical and electronic aerometric instrumentation, and source testing equipment.

#### **OTHER REQUIREMENTS**

Must possess a valid California driver's license. Requires the physical strength and agility to climb ladders or on towers and smokestacks while carrying up to 50 pounds of equipment and tools under adverse meteorological and air quality conditions, work at heights of up to 150 feet, and move cylinders of compressed gas weighing up to 150 pounds.

(Additional information on reverse-side – Also visit [www.baaqmd.gov](http://www.baaqmd.gov))

### **HOW TO APPLY**

Interested individuals must submit a completed District application along with a chronological resume no later than **5:00 p.m. on Monday, August 25, 2008**. For an application, contact the Human Resources Office at (415) 749-4980 or visit our website at [www.baaqmd.gov](http://www.baaqmd.gov). Completed application packets must be returned to: Air District, 939 Ellis Street, San Francisco, CA 94109. Do not include any additional documents such as letters of recommendation, performance evaluations, or work samples. They will not be considered or returned. Postmarks, faxes, and e-mails will not be accepted.

### **SELECTION CRITERIA**

Selection will be based upon a competitive examination consisting of an interview and may include a written exam or work product exercise. Depending on the number of qualified applicants, an application screening and/or panel interview may be held. If a panel interview is utilized in combination with any other process, it will be weighted 100%.

The District reserves the right to utilize these procedures or any other selection procedure deemed appropriate by the Human Resources Officer and the Hiring Manager, if the qualified applicant pool includes two (2) or fewer bargaining unit employees.

The District may hire from this recruitment process to fill future vacancies occurring within the next eighteen (18) months.

### **SALARY AND BENEFITS**

Initial hire is normally set at the entry salary rate.

The District provides an excellent, comprehensive benefits plan, including:

- ✓ 100% District paid family medical, dental and vision option
- ✓ 100% District paid life insurance (coverage up to 5 times annual salary)
- ✓ 100% District paid CalPERS retirement (2% at 55 formula)
- ✓ Money Purchase Pension Plan (401a)
- ✓ Deferred Compensation Plan (457)
- ✓ Transit subsidy up to \$184 per month
- ✓ Education reimbursement up to \$2500 per year
- ✓ Employee Assistance Program
- ✓ 12-30 days of annual leave per year
- ✓ 12 days of sick leave per year
- ✓ 13 paid holidays
- ✓ 36 hours of floating holiday per year
- ✓ 9-80 Compressed Work Schedule

Persons with disabilities who may require reasonable accommodations during the application and/or selection process should notify the Human Resources Office at (415) 749-4980.

EOE